

1

2

3

4

5

6

7

8

## **CITY OF HOUSTON**

## **Job Posting**

Applications accepted from: ALL PERSONS INTERESTED

Job Classification Posting Number Department Division Section

Reporting Location

Workdays & Hours

CUSTOMER SERVICE CLERK PN# 103254 RECORDS HOUSTON POLICE

N/A

1200 TRAVIS, 23<sup>RD</sup> FLOOR \*

TUESDAY - SATURDAY, SHIFTS III\*

\*Subject to change

9 DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Collects and maintains the fees for police reports. Index accident report information via the IMAGING SYSTEM. Prepares and provides specified reports to citizens, police officers, representatives of insurance companies, and/or representatives of other agencies. Files and maintains divisional filing system for the accident reports. Retrieves information from the computer system to assist officers and the public with answers to specific questions.

10 WORKING CONDITIONS
There are no major sources of

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a high school diploma or a GED.

MINIMUM EXPERIENCE REQUIREMENTS

Six months of clerical/customer service experience are required.

MINIMUM LICENSE REQUIREMENTS

None None

12

14 PREFERENCES

None.

15 <u>SELECTION/SKILLS TESTS REQUIRED</u>

None

16 SAFETY IMPACT POSITION Yes No X

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 10

\$723.00 - \$962.00 Biweekly \$18,798.00 - \$25,012.00 Annually

**18** *OPENING DATE* March 2, 2005

**19** *CLOSING DATE* March 8, 2005

20 APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Our TDD phone number is (713) 837-9496.

An equal opportunity employer